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STILTON PARISH COUNCIL

www.stiltonparishcouncil.org



Parish Clerk: Julianne Lawrence
The Parish Room, Church Street, Stilton
clerk@stiltonparishcouncil.org

To: Members of Stilton Parish Council

Sir/Madam

You are hereby summoned to attend the **Annual Meeting of Stilton Parish Council** to be held on **Tuesday 17 May 2022** at the Church Meeting Room, Stilton at 8pm.

Julianne Lawrence

Julianne Lawrence
Parish Clerk

07 May 2022

THE PUBLIC AND PRESS ARE WELCOME

AGENDA

- PC01/22 ELECTION OF CHAIRMAN OF COUNCIL FOR THE ENSUING YEAR 2022/23**
Council to elect a chairman.
- PC02/22 DECLARATION OF ACCEPTANCE OF OFFICE**
Chairman to sign the Declaration of Acceptance of Office.
- PC03/22 ELECTION OF VICE-CHAIRMAN OF COUNCIL FOR THE ENSUING YEAR 2022/23**
Council to elect a vice-chairman
- PC04/22 DECLARATION OF ACCEPTANCE OF OFFICE**
Chairman to sign the Declaration of Acceptance of Office.
- PC05/22 DECLARATION OF ACCEPTANCE OF OFFICE AND ACCEPTANCE OF EMAILS FORM**
Following the uncontested election, councillors to sign both forms.
- PC06/22 APOLOGIES FOR ABSENCE**
To receive and accept apologies for absence.
- PC07/22 DECLARATIONS OF INTEREST**
To receive Declarations of Disclosable Pecuniary and Other Interests, as set out in Chapter 7 of the Localism Act 2011 and the nature of those interests relating to any Agenda Item.

PC08/22 PUBLIC PARTICIPATION

A maximum of 15 minutes is permitted for members of the public to address the meeting in relation to the business to be transacted at the meeting.

PC09/22 MINUTES

To approve as a correct record the Minutes of the Parish Council meeting held on Tuesday 12 April 2022 and signed by the chairman.

PC10/22 REPORTS FROM DISTRICT AND COUNTY COUNCILLORS

Members to hear/acknowledge reports from County Councillor Bywater and District Councillor Alban.

PC11/22 FINANCIAL REPORT

- a) Clerk/RFO to provide the bank reconciliation for April, May's wage report and the cash book summary (previously circulated)
- b) Expenditure for May to be approved (see below).

To:	Reason:	Amount:	Authorised Ref:
Beeby's	Village Maintenance	1,212.80	OSA1906,s.164
Businesswatch	Alarm/CCTV monthly maintenance	126.03	LGA76,s.19
Staff wages	Clerk, Pav Administrator, Caretaker salaries	2,272.50	LGA72,s.112
HMRC	Employee tax/NI and employer NI	347.63	LGA72,s.112
NEST	Employee/employer pension contribution	56.70	LGA72,s.112
HDC	Parish Room rates	172.00	LGA72,s.133
HDC	Pavilion rates	674.00	LGA76,s19
PWLB	Loan payment for Pavilion	9,819.89	LGA2003,S1,p2
Working Turf	Pitch maintenance	1.020.10	PHA1875,s.164
EON	Pavilion Electricity	TBC	LGA76,s.19
EON	Pavilion Gas	TBC	LGA76,s.19
BT	Pavilion broadband	16.85	LGA76,s.19
EE	Staff mobile - Pavilion	10.96	LGA76,s19
Julie Thompson	Pavilion cleaning - April	120.00	LGA76,s.19
Julia Tufnail	Internal Audit - annual	370.00	LGA72, s.111
ROSPA Play Safety	Annual Skate Park/Barn Close inspection	193.20	LGA72, s.111
K T McPartlin	Pav tank emptying	120.00	LGA76,s.19
IONOS	Website hosting/emails	16.79	LGA72,s.111
Barclays	Account charges	11.50	LGA72,s.151
Business Waste	Pavilion bin emptying	41.98	LGA76, s.19
SPC credit card	Binder Ltd - cess pit works	132.42	LGA72, s.111
SPC credit card	Virtual Landline	7.96	LGA72, s.111
SPC credit card	Bright Pay - annual charge (payroll)	70.80	LGA72, s.111
SPC credit card	RBLI - Platinum Jubilee flag/lamp signs	307.56	LGA72, s.111
SPC credit card	RBLI - Jubilee tree plaque	119.99	LGA72, s.111
SPC credit card	Amazon - McAfee annual protection	11.99	LGA72, s.111
SPC credit card	Amazon - Pressure washer/tape	195.83	LGA72, s.111

SPC credit card	Stationary/printer ink	57.47	LGA72, s.111
Julianne Lawrence	Tarmac for Skate Park (B&Q)	17.36	LGA72, s.111
Church Meeting Room	Room hire for April meetings	TBC	LGA72, s.111
Monthly total:		16,503.28	

PC12/22 GOVERNANCE

Council to review and adopt Standing Orders, Financial Regulations and the Councillor Code of Conduct.

PC13/22 COMMITTEES

Council to consider if these committees are appropriate for the coming year, and if so, to appoint members and chairman, review the Terms of Reference for each committee and consider delegated powers:

1. Amenities Management Committee
2. Finance, General Purpose and Communication Committee
3. Human Resources, Policies and Procedures Committee
4. Planning Committee

PC14/22 PROCESSES, POLICIES AND PROCEDURES

Council to review and adopt ...

- * Appraisal Policy
- * CCTV Policy
- * Communication Policy
- * Community Engagement Policy
- * Co-option Policy (and application form)
- * Complaints Policy
- * Complaints Procedure
- * Data Protection Policy
- * Dignity At Work Policy
- * Disciplinary Policy
- * Equality and Diversity Policy
- * Grant Awarding Policy (and Form)
- * Grievance Policy
- * Homeworking Policy
- * Stilton Parish Council Constitution
- * Pavilion Health and Safety Policy
- * Pavilion Emergency Fire Evacuation Procedure
- * Parish Council Health and Safety Policy (Statement of Intent)
- * Publication Scheme/Freedom of Information Policy (and request form)
- * Reserves Policy
- * Small Grant Award Policy
- * Training and Development Policy
- * Vexatious Complaints Policy

PC15/22 LAND, ASSETS AND INSURANCE

Review and adopt ...

- * Asset Register
- * Parish Council Risk Assessment
- * Parish Room Risk Assessment
- * Pavilion Risk Assessment
- * Pavilion Fire Safety Risk Assessment

- * Barn Close Play Area Risk Assessment
- * Cemetery Risk Assessment
- * New Churchyard and Garden of Remembrance Risk Assessment
- * Playing Field Risk Assessment
- * Skate Park Risk Assessment
- * Village Assets Risk Assessment
- * Confirm suitability of the Parish Council's insurance policy with Zurich (renewed in February 2022).

PC16/22 FINANCIAL

- a) Review bank mandates/signatories/authorisations (including agreement to pay utility bills by standing order, wages and other invoices by BACS)
- b) Review expenditure under s.137 of the Local Government Act 1972.

PC17/22 SUBSCRIPTIONS

Review Council's subscriptions to SLCC/CAPALC (NALC).

PC18/22 MEETINGS

Determine the time and place of ordinary meetings of the council up to and including the next annual meeting of SPC and approve the calendar for inclusion on the website.

PC19/22 NEW COUNCILLOR APPLICATIONS

Members to formally meet applicants and ask/receive questions relating to the position of SPC councillor.

PC20/22 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 EXCLUSION OF THE PRESS AND PUBLIC

In accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and by reason of the confidential nature of this item's business, the Press and Public be excluded from the meeting.

PC21/22 COUNCILLOR VACANCIES – CO OPTION

Members to discuss applications for councillor vacancies and reach a unanimous decision (taking a vote if necessary) on successful candidates.

PC22/22 PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 RE-ADMITTANCE OF THE PRESS AND PUBLIC

The confidential business having been concluded, the Press and Public be re-admitted to the meeting.

PC23/22 COUNCILLOR CO-OPTION

Council to inform applicants of council's decision for the available positions and the Declaration of Office to be signed before candidates join the meeting as councillor (clerk to arrange inductions and Declaration of Interest form).

PC24/22 FINANCE, GENERAL PURPOSE AND COMMUNICATION COMMITTEE

The chairman of the committee to report from the meeting on 26/04/22 including ...

- a) Recommend to council moving FY21/22 end of year balance of £9,711.53 to the Capital Repayment EMR instead of adding to General Reserves - members to approve
- b) Recommend to council the establishment of a CIL EMR, Tree Works EMR, Queen's

Platinum Jubilee EMR, Pavilion Lettering/electrics EMR, Parish Room Maintenance EMR and Donation EMR - members to approve

c) Recommend that current donations of £204.25 (held in the Donations EMR) be added to the Queen's Jubilee EMR and members to approve

d) A flower purchase of £40 from the Chairman's allowance to be recommended for approval.

PC25/22 AGAR APPROVAL

(a) Council to note the Internal Auditor's report for the year ended 31 March 2022

(b) Assertions on Section 1 of the Annual Governance Statement to be completed by members

(c) The Annual Governance Statement to be approved and signed by the RFO and chairman

(d) The Accounting Statement for 2020/21 to be approved and signed by the chairman and RFO

(e) Council to set the period for the Exercise of Public Rights from Monday 13 June to Friday 22nd July 2022

(f) Following points (a) to (e), approval to be given for the Annual Return to be submitted to the External Auditors (PKF Littlejohn)

(g) Members to confirm the re-appointment of Julia Tufnail as Internal Auditor and agree a 6-monthly Internal Audit at the end of September 2022 (should the PC feel it is needed).

PC26/22 LHI BID 2022-23

Councillor Bull to update members on SPC's latest LHI bid to undertake a feasibility study and detailed design for the implementation of a 20mph zone on the west side of the village (£574.18 PC commitment)

PC27/22 NEIGHBOURHOOD PLANNING

Clerk to update on a meeting with other Parishes to learn more about implementing a Neighbourhood Plan on 23/06/22 at Grafham Village Hall and council to inform who would like to attend.

PC28/22 HISTORIC YOUTH ENGAGEMENT STILTON GRANT

Clerk to update members on investigations into the historic YES grant and an agreement to be reached on how to proceed.

PC29/22 COMPLIMENTARY PAVILION USE

Applications to be discussed and approved as necessary.

PC30/22 QUEEN'S PLATINUM JUBILEE

a) Members to determine a suitable Jubilee tree following feedback from the Gardening Club

b) Members to agree a budget and authorise purchasing the tree.

PC31/22 CLERK'S REPORT

The clerk to report on any relevant issues including ...

* ROSPA Play Safety inspection carried out on Barn Close Play Area and the Skate Park - members to acknowledge.

PC32/22 CORRESPONDENCE

Correspondence to be addressed including....

- a) A request for the Parish Council to contribute toward the purchase of Platinum Jubilee Money Boxes for school children in the village
- b) Information on Giga-Clear – broadband in the village
- c) Dust from the Bellway site
- d) Concerns about use of green spaces in the village
- e) Barn Close Play Area maintenance and repair.

PC33/21 PLANNING

The Planning Committee to highlight and council to respond to ...

Ref: 22/00820/S106 – Land Rear of 68 to 82 North Street, Stilton – Variation of S106 Agreement

Ref: 21/01810/OUT – Land West of 26 to 34 High Street, Stilton – Application for Outline Planning Permission for up to 16 dwellings and associated infrastructure works and Access

Ref: 22/00960/HHFUL – 30 Meadow Close, Stilton – Proposed single storey rear extension involving the removal of existing conservatory.

Next meeting – Tuesday 13 June at 7.30pm